

**J&P**

TECHNOLOGIES



# EMPLOYMENT APPLICATION

*It is the policy of J&P Technologies to provide and administer employment, training, compensation, promotion, benefits and employment practices without regard to race, color, religion, national origin, sex, sexual orientation, age, disability, veteran status, marital status, political affiliation, etc. J&P participates in E-Verify.*



TECHNOLOGIES



**PERSONAL DATA**

Last Name		First	Initial	
Other Name(s) Used			Home Phone # ( )	
Address			Work Phone # ( )	
Email Address			Cell Phone # ( )	
Type or Position Applied for		Date Available		Salary Desired
Have you ever interviewed with J&P Technologies before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list date(s), job title(s) & location(s)		
Have you ever been employed by J&P Technologies before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list date(s), job title(s) & location(s)		
<b>Are you legally eligible for employment in the United States?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of identity and employment eligibility will be required within 3 days of hire.)				
<b>Please indicate, by stating either YES or NO below, whether you fall within one of the following categories: (1) U.S. citizen or national; (2) an alien lawfully admitted for permanent residence (i.e., an alien possessing a valid Form I-550 or "green card"); (3) an alien resident in the U.S. since 1982 and granted amnesty in 1986; (4) an asylee (recipient of asylum status); (5) a refugee (recipient of refugee status). If you check "YES" do not circle or otherwise indicate which specific category applies to you.</b>  You must check "NO" if you have applied for status under one of these categories but have not yet received final approval.  <input type="checkbox"/> <b>Yes, I fall within one of the categories listed above.</b> <input type="checkbox"/> <b>No, I do not fall within one of the categories listed above.</b>				
<b>Have you been convicted of a felony in the last 7 years?</b> (A conviction will not necessarily disqualify you from employment. You are not obligated to disclose sealed or expunged records of convictions or arrests.) If yes, list date, city, state and nature of all felony offenses (if you need additional space, please use another piece of paper). <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>				
<b>Current or previous U.S. security clearance</b> <input type="checkbox"/> Yes <input type="checkbox"/> No When Where Level				
<b>U.S. Military Service</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Branch &amp; Rank</b>			From Mo./Yr	To Mo./Yr.
Date and type of discharge received				



Candidates Name:

## ACADEMIC & PROFESSIONAL BACKGROUND

*NOTE: Falsification of educational credentials is grounds for termination.*

	Institution & Location	Major/ Minor Fields Studied	No. of Years Completed	Did You Graduate?	Type of Degree or Diploma	Grade Point Average or Rank	If No Degree, # of Credits Received
<b>High School</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>College *</b>				<input type="checkbox"/> Yes Yr. <input type="checkbox"/> No			
<b>Graduate School *</b>				<input type="checkbox"/> Yes Yr. <input type="checkbox"/> No			
<b>Other</b>				<input type="checkbox"/> Yes Yr. <input type="checkbox"/> No			
<b>Honors, honor societies, and professional societies **</b>				<b>Current active professional licenses/certifications</b>			
<b>Other Special Knowledge, Skills or Qualifications</b>							
<small>* J&amp;P Technologies does not recognize degrees from non-accredited institutions or degree programs.            ** Exclude organizations which indicate protected classes listed on first page.</small>							

## REFERENCES

*List three previous supervisors, team leaders, or faculty members who may be contacted regarding your professional ability.*

Name	Years Known	Present Employer/Position	Telephone/E-mail	Relationship
			H: W: Email:	
			H: W: Email:	
			H: W: Email:	



Candidates Name:

## EMPLOYMENT RECORD

*Provide the following information even if included on your resume. List most recent position first. Include job-related unpaid or volunteer work. (NOTE: Employment history and volunteer work are subject to verification. Falsification of employment record is grounds for termination.)*

<b>1</b>	Company Name	Supervisors Name		Supervisors Title	Supervisors Phone ( )
	Address	From: (m/y)	To: (m/y)	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Base Salary (start):		Base Salary (final):		Additional Compensation:	
Reason For Leaving:					
Title / Duties & Responsibilities:					
<b>2</b>	Company Name	Supervisors Name		Supervisors Title	Supervisors Phone ( )
	Address	From: (m/y)	To: (m/y)	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Base Salary (start):		Base Salary (final):		Additional Compensation:	
Reason For Leaving:					
Title / Duties & Responsibilities:					



Candidates Name:

## EMPLOYMENT RECORD

*Provide the following information even if included on your resume. List most recent position first. Include job-related unpaid or volunteer work. (NOTE: Employment history and volunteer work are subject to verification. Falsification of employment record is grounds for termination.)*

<b>3</b>	Company Name	Supervisors Name	Supervisors Title	Supervisors Phone ( )
	Address	From: (m/y)	To: (m/y)	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Base Salary (start):		Base Salary (final):		Additional Compensation:
Reason For Leaving:				
Title / Duties & Responsibilities:				
<b>4</b>	Company Name	Supervisors Name	Supervisors Title	Supervisors Phone ( )
	Address	From: (m/y)	To: (m/y)	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Base Salary (start):		Base Salary (final):		Additional Compensation:
Reason For Leaving:				
Title / Duties & Responsibilities:				



Candidates Name: \_\_\_\_\_

## **IMPORTANT**

### **Please read completely before signing below**

#### **Pre-Employment Statement**

I hereby affirm that the information on this employment application form and on my resume is true and complete to the best of my knowledge. I understand and agree that falsified information or omissions may result in the termination of any discussion concerning employment with J&P Technologies, the rescinding of any offer of employment, or termination from employment if discovered after my employment has begun. I further understand that in consideration of J&P Technologies' investigation and consideration of my Application for Employment, I agree to arbitrate any and all statutory, contractual and/or common law claims or disputes arising between J&P and me in respect to this Application for Employment or consideration of my employment.

I hereby authorize J&P and its subsidiaries or its appointed investigative agencies to substantiate and verify my past employment, previous salary history, professional credentials, credit standing, academic degrees and any other necessary references. I also authorize my previous schools, employers and listed references to release to J&P, its subsidiaries or its appointed investigative agencies, any relevant information, including transcripts, that may be requested in connection with my employment. If employed, I authorize J&P to release salary and benefit data as well as my resume, employment history and/or employment qualifications to others, as necessary to meet business needs. I agree that J&P and my previous employers, schools and references shall not be held liable if any employment offer is not tendered, is withdrawn, or my employment is terminated due to falsity or omissions in the information I have provided.

If employed by the Company, I understand and agree that such employment is subject to the security policies of the Company. I further understand that if the position for which I am hired requires access to classified or controlled/restricted information, secure or controlled/restricted facilities, etc. and I am not able to obtain the required security clearance within a reasonable period of time or a period of time specified by my supervisor, whichever is shorter, I will not be allowed to work in that position and my employment with the Company will depend on the availability of a position which does not require a security clearance and for which the Company determines I am the most qualified.

I understand and agree that any employment offer I might receive is contingent upon my acceptance of the Company's Employee Dispute Resolution Program and execution of the Mutual Agreement to Arbitrate Claims, my passing a drug screening test, E-Verify employment eligibility verification, and any other conditions specified in my offer letter. I consent to any testing necessary to determine the presence and/or level of drugs in my body other than drugs prescribed for me by a physician. This includes, but is not limited to, random drug testing of me as an employee if performing under a contract which requires drug testing as a condition of performance, or otherwise required by Company policy. In addition, if requested, I consent to taking a Company-paid employment physical examination. I further agree to wear or use, when prescribed by the Company, safety equipment or protective devices and to comply with all health and safety rules and reporting requirements. I agree to abide by the administrative policies and Standards of Business Ethics and Conduct of the Company.

I understand that no statement in this form, related administrative policies, or an offer of employment is to be construed as an employment contract, and that either party, without the others consent, may terminate the employment relationship at any time, for any reason, with or without cause or notice. Any agreement which varies the right of the employee or J&P to terminate the employment relationship at any time, with or without cause or notice, must be set forth in an express written agreement and signed by both the employee and J&Ps President.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

## PRE-OFFER EEO IDENTIFICATION FORM

The federal government under Executive Order 11246 requires the collection of voluntary equal employment opportunity data for statistical analysis and program purposes. This information will not be kept with your application and will be used only in accordance with federal regulations. Submission of information is voluntary and failure to provide it will not subject you to any adverse treatment. Your cooperation is appreciated.

Date \_\_\_\_\_

Name \_\_\_\_\_  
(First, Middle, Last)

Position Applied For \_\_\_\_\_

### **GENDER**

- Male  
 Female

### **RACE/ETHNIC GROUP**

- White/Caucasian:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black/African American:** A person having origins in any of the black racial groups of Africa.
- Asian or Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the India subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native:** A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- I do not wish to self-identify**

J&P is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, religion, color, sex, sexual orientation, national origin, age, disability or veteran status.